

DDR-423-62

2 August 1962

MEMORANDUM FOR: Executive Director

SUBJECT: Conference Room Usage

REFERENCE: Executive Memorandum No. 25, subject:
Conference Rooms in the Headquarters
Building

1. The DD/R and its components control two conference rooms. One, under the jurisdiction of the O/DDR, is Room 3E13. This is the only conference room available to O/DDR, ORD, OEL, and COMOR. The use of this conference room has been growing steadily and with the final formation of the DD/R will become more important and its retention is mandatory. We feel that since this is the only true conference room available to us, we are not willing to see it converted to any other use. However, we would be glad to share it with others on a non-interference basis.

2. The second conference room under our control is in the OSA restricted compound, Wing B of the sixth floor. It is a very small room, is used constantly, and its retention is mandatory. For security reasons, we cannot offer its use to others.

SIGNED
EDWARD B. GILLER
Acting Deputy Director
(Research)

25X1A

DDR: [REDACTED]:bb (30 July 62)
DDR/EBGiller:mh (2 Aug 62)

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